### Appendix U. Typical Daily, Weekly, Monthly, and Yearly Activities

<table>
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<tr>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Yearly</th>
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| - Process received manuscripts  
  • New or revised? Comment/reply?  
  • Required items received?  
  • Make folder  
  • Log into tracking system  
| - Run reviewer summary report from manuscript tracking software  
  • Highlight manuscripts with late reviews that need a “boost”  
| - Send manuscript submission fees to ASA  
  • Write the MS number on each check  
  • Attach a note to any cash submitted  
  • Include a completed submission fee form  
| - Run the R&R report and “Tickle” R&Rs  
  • Once a year (or more often), go through the list of manuscripts in revision and note those that are “late”  
  • Send “tickler” letters to the authors to determine if the manuscript will be coming in or should be withdrawn from the system  
| - Assign reviewers  
  • Confirm address/e-mail info  
  • Blind ms sent to reviewers  
  • Assign replacement reviewers for manuscripts returned without review  
| - Contact reviewers who are late in returning reviews/replace them if they are not able to complete a review  
| - Send reminders to late reviewers  
  • Reminder notices are generated automatically by some manuscript tracking programs  
  • Some offices do this weekly  
| - Log in reviews received  
  • If 2 or more reviews are in, editor may want to make editorial decision  
| - Contact authors whose manuscripts are proceeding more slowly than normal through peer review  
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  • Send “tickler” letters to the authors to determine if the manuscript will be coming in or should be withdrawn from the system  
| - Invite new Editorial Board members (May or June of each year)  
  • When all have accepted, submit nominations (on nomination forms) to ASA—in a CV for each candidate  
  • After nominations are confirmed, send congratulatory letters to new Board members, stating the beginning and end of the editorial term  
| - Send thank you letters to outgoing Editorial Board members (in December)  

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| Write decision letters  
  • Send letter and all reviews to author  
  • Send blinded letter and all reviews to all reviewers  
  • Log in editor’s decision in the tracking system  
  • Discard extra manuscript and review copies and file manuscript folder  
  • Back up your manuscript tracking data | Check on office supply inventory  
  • Run summary reports from manuscript tracking software on manuscript and decision activities, manuscripts received and in review, etc.  
  • Check manuscript submission rate, editorial decisions, and reviews and manuscripts received  
  • Look for changes or problems in submission rates, and editorial or production lags | Publish your journal’s “Notice to Contributors” in the first issue of the volume year (some journals publish the notice more frequently)  
  • Publish the reviewer thank you list and the volume index in the last issue of the volume year  
  • This data can be generated from most manuscript tracking systems  
  • Submit annual budget proposal to ASA (generally due in early-to-mid-October of each year)  
  • By February 15 of each year, all expenses from the prior editorial year MUST have been submitted to ASA  
  • Submit annual editorial report to ASA (generally due in mid-January)  
  • Report must include a table summarizing your journal’s annual statistics on manuscripts, reviews, decisions, and production  
  • The written report from the editor can cover concerns, issues, or observations the editor would like to share with the ASA membership. |